

**EFFECTIVE**

November 1, 2012.

**Subject**

The software we use to write policy manuals is changing. We are converting manuals one at time from our old system which was Adobe FrameMaker to our new Microsoft system. Historical policy will be viewable as a PDF file.

As manuals are converted they will be listed on the Policy News & Tips page. Unless the bulletin states otherwise, no policy content will be changed although the policy effective date will change due to conversion.

The Contract Policy manuals have been converted and will have a November 1, 2012 effective date. No policy content has been changed.

Tips for using the new manual software are located on the Policy News & Tips page.

*Reason:* Policy software update.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS****Changed Items (content changes) ...**

CPM 100  
CPM 101  
CPM 102  
CPM 103  
CPM 104  
CPM 105  
CPM 106  
CPM 107  
CPM 108  
CPM 109  
CPM 200  
CPM 201  
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CPM 210  
CPM 300  
CPM 301  
CPM 302  
CPM 303  
CPM 304  
CPM 305  
CPM 400  
CPM 401  
CPM 402  
CPM 500  
CPM 501